



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Director Unclaimed Property Division-Greenwood Location

JOB DESCRIPTION:

The Director is responsible for managing the Unclaimed Property Division (UPD) of the Office of the Indiana Attorney General (OAG). The ideal candidate will possess the ability to identify issues, gather data, analyze business processes, and utilize technology to achieve business goals. This position includes the following duties to provide Indiana with unclaimed property services and reports to the Chief of Staff.

Duties:

- Coordinate activities of UPD to provide designated functions or services with minimum delay and optimum efficiency and accuracy.
- Ensure compliance with Indiana Unclaimed Property statutes and administrative code.
- Assist with staff meetings, supervisor meetings, and database status meetings for dissemination of pertinent information.
- Set goals, compile data, and provide reports regarding unclaimed property statistics and projections.
- Direct supervision of the leaders of each of the Sections within the division.
- Responsible for executive and policy decisions within UPD.
- Work closely with supervisors regarding training initiatives and needs, coaching/ counseling/ discipline or termination, maintaining positive morale.
- Reporting on high-profile or complex services.
- Monitor and review systems in place.
- Work with supervisors to improve/streamline processes when applicable.
- Provide visionary leadership, while displaying passion and teamwork mentality.
- Attend various meetings at the Indiana Government Center campus downtown Indianapolis.

QUALIFICATIONS:

- Five years of business experience required. MBA, information technology and entrepreneurial experience strongly preferred. Business start-up criteria helpful. Experience in management required, preferably in government.
- Excellent oral and written communication ability, including the ability to make presentations to various groups, as necessary.
- Ability to positively motivate a wide range of employees.
- Excellent analytic and organizational skills, ability to work with various sections/entities simultaneously, while maintaining the ability to quickly and properly monitor procedures.
- Ability to work well with clients, possessing a strong sense of ethics and awareness of potential conflicts of interest.
- Other duties as assigned.